



## DEPARTMENT OF THE NAVY

DIRECTOR NAVAL RESERVE INFORMATION SYSTEMS OFFICE  
4400 DAUPHINE STREET  
NEW ORLEANS, LOUISIANA 7014 6-5401

NAVRESINFOSYSOFFINST 1050.1  
N254

18 March 1998

### NAVRESINFOSYSOFF INSTRUCTION 1050.1

Subj: LEAVE AND LIBERTY

Ref: (a) MILPERSMAN 3020020 through 3020360 (leave only)  
(b) MILPERSMAN 3030150 (liberty)

1. Purpose. To publish leave and liberty guidelines for military personnel assigned to the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) per references (a) and (b).

2. Policy

a. Leave

(1) Annual. All military personnel are encouraged to take annual leave to the fullest extent allowable. However, enough leave should be on the books to handle short-term emergencies. The Navy will discontinue the practice of allowing individuals to incur a negative leave balance with the deployment of the Defense Joint Military Pay System (DJMS). Any leave taken above the amount earned will be deducted from the member's pay automatically.

(2) Emergency. Emergency leave should be granted whenever circumstances warrant and may involve the member's spouse, immediate family, or only living relative. The member may receive notification of an emergency by letter, telegram or telephone call from a family member, minister, physician, or other interested party. Personnel departing on emergency leave are not required to provide for watch reliefs. However, a note must be annotated on the leave request so the appropriate Watch Bill Coordinator can take the necessary action to find a replacement. The Commander, Naval Reserve Force (COMNAVRESFOR) Duty Office is authorized to grant and process emergency leave requests during non-working hours. The Officer of the Day (OOD) will try to reach a NAVRESINFOSYSOFF representative before making a command decision on the circumstances.

(3) Convalescent. Members requesting convalescent leave must obtain written documentation from the medical community for command review and processing. Convalescent leave is only a recommendation for leave. NAVRESINFOSYSOFF is the final

approving authority. Travel outside the immediate area must have medical community approval. Even though convalescent leave is not chargeable to annual leave, the member is required to follow the same procedures as annual leave.

(4) Extension. Individuals must contact their immediate supervisor during working hours and the COMNAVRESFOR Duty Office after working hours to request a leave extension for any reason. Members should provide a reason for the extension, number of days requested, telephone number and address where they can be reached. NAVRESINFOSYSOFF supervisors will seek approval on the member's behalf; however, the OOD has the authority to approve the extension based on the merits of the request when he/she is unable to contact an NAVRESINFOSYSOFF representative. Members should consider the extension request as being disapproved and return to duty when no reply is received prior to the expiration of leave. Department directors are responsible for notifying the Pass Liaison Representative (PLR) of authorized leave extensions.

(5) Cancellation. Personnel who desire to cancel approved leave must notify PLR, their immediate supervisor, and the appropriate Watch Bill Coordinator when applicable.

(6) Leave in Conjunction with Temporary Additional Duty (TAD) Orders. Request for leave in connection with TAD orders will be routed in the same manner as annual leave along with the TAD request. Indicate the location and dates of the TAD assignment in the remarks section on the leave request. Members in this situation are not required to check out and in with the COMNAVRESFOR Duty Office.

b. Liberty

(1) Regular Liberty

(a) Regular liberty will commence from the end of normal working hours on one day to the beginning of working hours the following day during the week. On weekends liberty will commence at the end of normal working hours on Friday to the beginning of working hours the following Monday. For service members on shift work, equivalent schedules should be arranged because the days of the week may vary.

(b) Regular liberty is a period not to exceed three days in length, except for holiday weekends and those periods specifically extended by higher authority. Any period beyond the authorized period of liberty will be charged against the member's

leave account.

(c) Compensatory time off for personnel required to work during a national holiday or other regular liberty period should be granted the first working day following the holiday or regular liberty period. If the holiday falls on a weekend and either Friday or Monday is designated as a non-work day, compensatory time off is to be applied to both the holiday and the observed day on a day-for-day basis.

## (2) Special Liberty

(a) Special liberty is granted outside regular liberty periods for special circumstances such as emergencies, exercise voting rights, observance of religious events, etc., and for special recognition. Normally, special liberty periods of three or four days are intended as compensation for unusually long working hours and for special recognition of exceptional performance.

(b) Special liberty requests of four days require approval by the Director of NAVRESINFOSYSOFF. Authority to grant three days or less of special liberty is delegated to department directors. This authority may be further delegated to division directors. The Director has final disapproval authority on all special liberty requests.

(c) Special liberty may not be combined with normal liberty or holiday periods when the combined period of continuous absence would exceed three days. Also, special liberty and leave may not be combined. Any period beyond the authorized three or four days of special liberty will be charged against the member's leave account.

(3) Liberty Travel Outside General Vicinity. Personnel may leave the vicinity of NAVRESINFOSYSOFF without written permission during a period of authorized liberty. No specific mileage restrictions are placed on the distance an individual may travel; however, the point visited must not be a distance greater than the individual can safely travel to and from during the authorized period. Adequate time must be allowed for possible delays in transportation connections, motor vehicle breakdown, flight cancellations, etc.

## 3. Procedures

a. Leave. NAVCOMPT 3065 is used to request all types of leave and serves as the authorization to take leave once

approved.

(1) Submission of Request

(a) All personnel will request leave by submitting a Leave Request (NAVCOMPT 3065) via the chain of command. The appropriate Watch Bill Coordinator will endorse all leave request as applicable. The Deputy Director has final disapproval authority on all leave requests. The requestor is responsible for finding his/her own relief once the Watch Bill has been published.

(b) Annual leave must start prior to the beginning of a workday, at the end of a workday, or anytime during regular liberty. Commencement of annual leave anytime during the workday is not authorized.

(c) The PLR will verify the number of days of unused leave credited to the individual. Additionally, the PLR will advise the Military Personnel Officer and Command Senior Chief of all leave requests.

(d) Approved requests will be forwarded to the PLR for processing.

(2) Check In and Out Procedures.

(a) Members must pick up the white copy of their leave papers in the COMNAVRESFOR Duty Office located on the 6th Deck of building 603. This copy of the leave paper must be in the member's possession at all times while in a leave status.

(b) Members departing on/or terminating their leave status will check in and out with the COMNAVRESFOR Duty Office. This may be accomplished either in person or via a telephone call at the member's personal expense. All members except geographic bachelors who are authorized to check in and out from the primary residence of their dependents must be in the immediate vicinity of New Orleans when they check in or out on leave via telephone. Telephone check in and out is authorized as a personal convenience to the member. Members failing to check in and out will be charged for the entire leave period requested. Members exceeding the number of days request will be charged with unauthorized absence.

(c) Members will return their completed leave papers to the PLR at the start of the next working day.

b. Liberty.

(1) NAVPERS 1336/3 is used to request special liberty and serves as the authorization to take special liberty once approved. The NAVPERS 1336/3 must be in the member's possession at all times to confirm his/her liberty status.

(2) The NAVPERS 1336/3 must be submitted through the division chain of command and the Watch Bill Coordinator when the member is a watch stander. Requests exceeding three (3) days must be forwarded to the Director for final approval.

4. Forms. NAVPERS 1336/3 (Rev. 9-75), Special Request/Authorization (S/N 0106-LF-063-8633) and NAVCOMPT 3065 (Rev. 5-86), Leave Request/Authorization (S/N 0104-LF-703-0556 may be obtained from the NAVRESINFOSYSOFF Administrative Department.



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Distribution: (NAVRESINFOSYSOFFINST 5216.1)  
List A  
List B